



**WATERLOO CHRISTIAN SCHOOL  
FAMILY HANDBOOK (2020-21)**

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# Foundations (Section One)

## School Mission (1.1)

Waterloo Christian School supports families in equipping children to reach God's standard of spiritual maturity and academic excellence, training them to influence their world from a Biblical perspective.

## Vision Statement (1.2)

To be completed by December 2020.

## Core Values (1.3)

### *Core Value #1 – Christ-Centered*

The Gospel is at the heart of everything we do. We acknowledge that we are sinful and in need of a Savior. We are committed to leading each child into a vibrant relationship with Jesus Christ, grounded in proper doctrine and theology.

### *Core Value #2 – Family Partners*

The school does not replace the role of a parent. While most schools look to keep parents away, we invite parents in as part of the educational process and understand the importance of their role as the primary educator.

### *Core Value #3 – Student-Focused*

Education that is focused on the student will not always look like a *traditional* classroom. We strive to make learning relevant to the student and engage students in a way where they will be intrinsically motivated to participate and be their own driver of the learning process.

## School Founding (1.4)

On June 21, 1973 the church body of Walnut Ridge Baptist Church, at the urging of a school exploration committee, voted to approve the opening of Walnut Ridge Baptist Academy. Rooted in Proverbs 22:6, our founding members were motivated by God's instruction to *Train up a child in the way he should go*. In 2010, the school community voted to adopt the name of *Waterloo Christian School*. In 2020, the church body of Walnut Ridge Baptist Church voted to transition Waterloo Christian School into an independent 501©3 organization. Waterloo Christian School is working through the legal process of establishing as an educational, religious ministry.

## **Governance (1.5)**

The Waterloo Christian Board of Trustees is responsible for developing the policies which guide the school's administration. The Head of School is accountable to the Trustees and is responsible for overseeing daily school operations and making policy recommendations to the Board of Trustees.

Each Trustee has demonstrated a commitment to the school's mission and are *stewards* of this ministry. As an organization, we are committed to developing and implementing policies that are consistent with Scripture. Each school board member serves a limited term. The School Board convenes monthly. Under the direction of the Holy Spirit, the Board of Trustees accepts responsibility for the preservation and stewardship of this God-ordained ministry. More specifically, the Board of Trustees functions as a policy board. As a policy board, the Board of Trustees will fulfill the following three responsibilities:

1. Policy Formation and Revision
2. Strategic Plan
3. Selection and Assessment of Head of School

Trustee membership is limited to individuals that meet the following criteria:

- This individual should be a committed and faithful follower of Jesus. (II Timothy 2:3-4)
- This individual should be a prayerful listener for our Savior's Voice (John 10:3-5; cf. 10:27-33)
- This individual should be defender of the Gospel. (II Timothy 4:7; Jude 3; Ephesians 6:10-18)
- This individual should be a supporter of Christian education (Proverbs 22:6)
- This individual should be an active, responsible, and thorough participant. (II Timothy 4:7-8)

## **Accreditation (1.6)**

Waterloo Christian School is accredited through the Association of Christian Schools International (ACSI). Our accreditation through ACSI is evidence of our commitment to continuous improvement as a school organization.

## **Employees as Ministers (1.7)**

For purposes of legal recognition, all employees of pWaterloo Christian School are considered "ministers." All employees communicate a *particular way of life to students*. The job duty of every staff member, regardless of role, serves an *important religious function*. All employees are required to participate in ongoing professional development, that includes worldview training, in order to equip you for the role you serve in the lives of our students and families. All employees are classified as ministers as to not undermine the school's moral teaching.

## **Family Handbook Purpose (1.8)**

This Family Handbook is an extension of the School Policy Manual and is designed to help inform and communicate to families the background, expectations, and procedures for the programs offered by Waterloo Christian School. Our goal is to communicate in a clear and consistent manner.

Prescribed expectations are a necessary part of any organization. The success of this ministry is influenced by the confidence that the home places in the school. By showing deference to the School's authority in these matters, students and parents help promote order, unity, and the mission of Waterloo Christian School.

Appropriate precautions and disciplinary actions will be taken to prevent and correct conduct that disrupts or harms the School's program, environment, and/or Christian testimony. All members of our school community are expected to treat each other with respect and courtesy.

### **Family Agreement Expectations (1.9)**

Students and parents sign an annual statement of agreement with the Family Handbook and support of the Waterloo Christian School Statement of Faith. Parents are asked to help their students understand these expectations and to partner with the school in holding students accountable. WCS reserves the right to revoke a family's enrollment if an irreconcilable conflict with the expectations outlined in this Family Handbook exist.

### **Handbook Revisions (1.10)**

The school reserves the right to establish new policies and regulations as circumstances warrant. We regularly assess our policies and implementation of policies. We reserve the right to modify, clarify, or eliminate policies, including those contained in this handbook.

### **Handbook Questions (1.11)**

Individuals who have questions **or concerns** about the written policies and/or implementation of these policies, should direct these concerns to the Head of School.



# Statement of Faith (Section Two)

## **Of the Scriptures (2.1)**

We believe in the authority and sufficiency of the Holy Bible, consisting of the sixty-six books of the Old and New Testaments, as originally written; that it was verbally and plenary inspired and is the product of Spirit-controlled men, and therefore is infallible and inerrant in all matters of which it speaks. We believe the Bible to be the true center of Christian unity and the supreme standard by which all human conduct, creed, and opinions shall be tried.

*2 Timothy 3:16, 17; 2 Peter 1:19–21*

## **The True God (2.2)**

We believe there is one and only one living and true God, an infinite Spirit, the Maker and supreme Ruler of Heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Spirit, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption.

*Exodus 20:2, 3; 1 Corinthians 8:6; Revelation 4:11*

## **The Holy Spirit (2.3)**

We believe that the Holy Spirit is a divine person, equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness, and of judgment; that He bears witness to the truth of the gospel in preaching and testimony; that He is the agent in the new birth; that He seals, endues, guides, teaches, witnesses, sanctifies, and helps the believer. We believe that the sign/revelatory gifts of the Holy Spirit have fulfilled their purpose and are not applicable to the work of the Holy Spirit today.

*John 14:16, 17; Matthew 28:19; Hebrews 9:14; John 14:26; Luke 1:35; Genesis 1:1–3; John 16:8–11; Acts 5:30–32; John 3:5, 6; Ephesians 1:13, 14; Mark 1:8; John 1:33; Acts 11:16; Luke 24:49; Romans 8:14, 16, 26, 27; 1 Corinthians 12:8–10, 28–30; 13:8–10; 14:1–40; 2 Corinthians 12:12; Hebrews 2:2–4*

## **The Devil, or Satan (2.4)**

We believe in the reality and personality of Satan, the Devil; and that he was created by God as an angel but through pride and rebellion became the enemy of his Creator; that he became the unholy god of this age and the ruler of all the powers of darkness and is destined to the judgment of an eternal justice in the Lake of Fire.

*Matthew 4:1–11; 2 Corinthians 4:4; Revelation 20:10*

## **Creation (2.5)**

We believe the Biblical account of the creation of the physical universe, angels, and humanity; that this account is neither allegory nor myth, but a literal, historical account of the direct, immediate creative acts of God without any evolutionary process; that Adam and Eve were created by a direct work of God and not from previously existing forms of life; and that all people are descended from the historical Adam and Eve, first parents of the entire human race.

*Genesis 1; 2; Colossians 1:16, 17; John 1:3*

### **Marriage and Sexuality (2.6)**

In light of God's creative design, we believe that the Bible teaches that marriage is the joining of one man and one woman and that sexual intimacy is to be expressed only within the bonds of a Biblically defined marriage. Any other form of marriage or sexual intimacy is immoral and a perversion of God's gracious will.

*Genesis 2:18, 24, 25; Matthew 19:4–6; Romans 1:24–29; 7:2; 1 Corinthians 6:19, 20; 7:1–5; Ephesians 5:22–33; Hebrews 13:4*

### **The Fall of Mankind (2.7)**

We believe that mankind was created in innocence (in the image and likeness of God) under the law of his Maker, but by voluntary transgression Adam fell from his sinless and happy state, and all human beings sinned in him, in consequence of which all human beings are totally depraved, are partakers of Adam's fallen nature, and are sinners by nature and by conduct, and therefore are under just condemnation without defense or excuse.

*Genesis 3:1–6; Romans 1:18, 32; 3:10–19; 5:12, 19*

### **The Virgin Birth (2.8)**

We believe that Jesus was begotten of the Holy Spirit in a miraculous manner, born of Mary, a virgin, as no other person was ever born or can be born of woman, and that He is both the Son of God and God, the Son.

*Genesis 3:15; Isaiah 7:14; Matthew 1:18-25; Luke 1:35; John 1:14*

### **Salvation (2.9)**

We believe that the salvation of sinners is divinely initiated and wholly of grace through the mediatorial offices of Jesus Christ, the Son of God, Who, by the appointment of the Father, voluntarily took upon Himself our nature, yet without sin, and honored the divine law by His personal obedience, thus qualifying Himself to be our Savior; that by the shedding of His blood in His death He fully satisfied the just demands of a holy and righteous God regarding sin; that His sacrifice consisted not in setting us an example by His death as a martyr, but was a voluntary substitution of Himself in the sinner's place, the Just dying for the unjust, Christ the Lord bearing our sins in His own body on the tree; that having risen from the dead He is now enthroned in Heaven, and uniting in

His wonderful person the tenderest sympathies with divine perfection, He is in every way qualified to be a suitable, a compassionate, and an all-sufficient Savior.

We believe that faith in the Lord Jesus Christ is the only condition of salvation. Repentance is a change of mind and purpose toward God prompted by the Holy Spirit and is an integral part of saving faith.

*Jonah 2:9; Ephesians 2:8; Acts 15:11; Romans 3:24, 25; John 3:16; Matthew 18:11; Philippians 2:7, 8; Hebrews 2:14–17; Isaiah 53:4–7; 1 John 4:10; 1 Corinthians 15:3; 2 Corinthians 5:21; 1 Peter 2:24*

### **Resurrection and Priesthood of Christ (2.10)**

We believe in the bodily resurrection of Christ and in His ascension into Heaven, where He now sits at the right hand of the Father as our high priest interceding for us.

*Matthew 28:6, 7; Luke 24:39; John 20:27; 1 Corinthians 15:4; Mark 16:6; Luke 24:2–6, 51; Acts 1:9–11; Revelation 3:21; Hebrews 8:6; 12:2; 7:25; 1 Timothy 2:5; 1 John 2:1; Hebrews 2:17; 5:9, 10*

### **Grace and the New Birth (2.11)**

We believe that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about by our sovereign God in a manner above our comprehension, solely by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the gospel; that its proper evidence appears in the holy fruits of repentance, faith, and newness of life.

*John 3:3; 2 Corinthians 5:17; 1 John 5:1; Acts 16:20–33; 2 Peter 1:4; Romans 6:23; Ephesians 2:1, 5; Colossians 2:13; John 3:8*

### **Justification (2.12)**

We believe that justification is that judicial act of God whereby He declares the believer righteous upon the basis of the imputed righteousness of Christ; that it is bestowed, not in consideration of any work of righteousness which we have done, but solely through faith in the Redeemer's shed blood.

*Romans 3:24; 4:5; 5:1, 9; Galatians 2:16; Philippians 3:9*

### **Sanctification (2.13)**

We believe that sanctification is the divine setting apart of the believer unto God accomplished in a threefold manner: first, an eternal act of God, based upon redemption in Christ, establishing the believer in a position of holiness at the moment he trusts the Savior; second, a continuing process in the saint as the Holy Spirit applies the Word of God to the life; third, the final accomplishment of this process at the Lord's return.

*Hebrews 10:10–14; 3:1; John 17:17; 2 Corinthians 3:18; 1 Corinthians 1:30; Ephesians 5:25–27; 1 Thessalonians 4:3, 4; 5:23, 24; 1 John 3:2; Jude 24, 25; Revelation 22:11*

### **The Security of the Saints (2.14)**

We believe that all who are truly born again are kept by God the Father for Jesus Christ.

*Philippians 1:6; John 10:28, 29; Romans 8:35–39; Jude 1*

### **Baptism and the Lord's Supper (2.15)**

We believe that Christian baptism is the single immersion of a believer in water to show forth in a solemn and beautiful emblem our identification with the crucified, buried, and risen Savior, through Whom we died to sin and rose to a new life; that baptism is to be performed under the authority of the local church; and that it is prerequisite to the privileges of church membership.

We believe that the Lord's Supper is the commemoration of His death until He come, and should be preceded always by solemn self-examination. We believe that the Biblical order of the ordinances is baptism first and then the Lord's Supper, and that participants in the Lord's Supper should be immersed believers.

*Acts 8:36, 38, 39; John 3:23; Romans 6:3–5; Matthew 3:16; Colossians 2:12; 1 Corinthians 11:23–28; Matthew 28:18–20; Acts 2:41, 42*

### **Separation (2.16)**

We believe in obedience to the Biblical commands to separate ourselves unto God from worldliness and ecclesiastical apostasy.

*2 Corinthians 6:14–7:1; 1 Thessalonians 1:9, 10; 1 Timothy 6:3–5; Romans 16:17; 2 John 9–11*

### **Civil Government (2.17)**

We believe that civil government is of divine appointment for the interests and good order of human society; that magistrates are to be prayed for, conscientiously honored, and obeyed except in those things opposed to the will of our Lord Jesus Christ, Who is the only Lord of the conscience and the coming King of Kings.

*Romans 13:1–7; 2 Samuel 23:3; Exodus 18:21, 22; Acts 23:5; Matthew 22:21; Acts 5:29; 4:19, 20; Daniel 3:17, 18*

### **Israel (2.18)**

We believe in the sovereign selection of Israel as God's eternal covenant people, that she is now dispersed because of her disobedience and rejection of Christ, and that she will be regathered in the Holy Land and, after the completion of the church, will be saved as a nation at the second advent of Christ.

*Genesis 13:14–17; Romans 11:1–32; Ezekiel 37*

### **Rapture and Subsequent Events (2.19)**

We believe in the pretribulational rapture of the church, an event that can occur at any moment, and that at that moment the dead in Christ shall be raised in glorified bodies, and the living in Christ shall be given glorified bodies without tasting death, and all shall be caught up to meet the Lord in the air before the seven years of the Tribulation.

*1 Thessalonians 4:13–18; 1 Corinthians 15:42–44, 51–54; Philippians 3:20, 21; Revelation 3:10*

We believe that the Tribulation, which follows the rapture of the church, will be culminated by the premillennial return of Christ in power and great glory to sit upon the throne of David and to establish His Kingdom upon this earth.

*Daniel 9:25–27; Matthew 24:29–31; Luke 1:30–33; Isaiah 9:6, 7; 11:1–9; Acts 2:29, 30; Revelation 20:1–4, 6*

### **The Righteous and the Wicked (2.20)**

We believe that there is a radical and essential difference between the righteous and the wicked; that only those who are justified by faith in our Lord Jesus Christ and sanctified by the Spirit of our God are truly righteous in His esteem; while all such as continue in impenitence and unbelief are in His sight wicked and under the curse; and this distinction holds among all people both in and after death, in the everlasting felicity of the saved and the everlasting conscious suffering of the lost in the Lake of Fire.

*Malachi 3:18; Genesis 18:23; Romans 6:17, 18; 1 John 5:19; Romans 7:6; 6:23; Proverbs 14:32; Luke 16:25; Matthew 25:34–41; John 8:21; Revelation 20:14, 15.*

### **Christian Education (2.21)**

We believe that there is a Biblical mandate placed upon parents and the church to educate children in the ways of the Lord. Through a child's upbringing, they will develop ideas about God, man, themselves (personal significance, source of security, purpose in life), and about society. The purpose of a Christian School is to partner with parents and the church in this training process. Christian Schools, using the Word of God as the standard of truth, seek to equip students to recognize the Lordship of Christ in all subject areas of learning, and to respond in obedience to His call to be transforming influences in the world.

*Proverbs 22:6*

# Philosophy of Education (Section Three)

## **Education as a Partnership (3.1)**

Scripture establishes the institutions of church and parents to take ultimate responsibility for the Godly training of children. Waterloo Christian School partners with parents and church as a secondary supplier of Christian education. Waterloo Christian School selectively partners with families who share the same values and goals for their children as outlined in this Family Handbook. Our desire is to partner with families in teaching children to acquire an internal moral code of behavior based upon the Bible, which is our sole authority for faith and practice.

## **Life Readiness Initiative (3.2)**

Waterloo Christian School prepares students with the knowledge, skills, and experience to eagerly and courageously respond to the call that God places on their lives. The Life Readiness Initiative was developed to clearly articulate our goals and assess our progress towards those goals for each individual student.

### *Seek Truth*

Waterloo Christian School graduates will be seekers of truth, realizing that the pursuit of truth, wisdom, and learning is something that is designed to continue through our final day on this Earth.

### *Engage Culture*

Waterloo Christian School graduates will be equipped with understanding of the people and world around us to meaningfully impact the world for Christ. Holiness is defined as separation from sin, not separation from sinners.

### *Endure Challenge*

Waterloo Christian School graduates will be equipped with the understanding that enduring challenge is a reality of our fallen world. We recognize that allowing students to be challenged will better prepare them for whatever path God calls each individual towards.

### *Serve*

Waterloo Christian School graduates will be prepared to boldly serve. The act of service ultimately reflects to the world the love that Christ first had for us. The pursuit of Christ is a lifelong commitment. We encourage students to ambitiously build up the Kingdom of Christ. This is the type of service that we want to encourage in each graduate.

## **Final Authority for Matters of Belief and Conduct (3.3)**

Education at Waterloo Christian School is based on the principles of God's Word as the ultimate authority and

guide for life. A Christ-centered education continually views areas of knowledge through the perspective of God's Word, magnifies the Lord Jesus, and leads young people into conformity with His image.

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Waterloo Christian School's faith, doctrine, practice, policy, and discipline, the Board of Trustees serves as the final interpretive authority on the Bible's meaning and application.

The Holy Spirit is the "schoolmaster" at Waterloo Christian School. We seek His leading and direction in all matters. He is the "Indweller" of all believers and leads them to understand spiritual truth and to act according to God's will. Spirit-controlled education is exemplified in the Christian School by first ministering to the students' spiritual needs and then to their growth academically, socially, and physically. Training at Waterloo Christian School encourages students to act in harmony with their study of Scripture and their personal relationship with Christ. The training is geared to prepare and equip each student not only in quality academics, but also to prepare for service in the community as a witness for Jesus Christ.

#### **Statement on Marriage, Gender, and Sexuality (3.4)**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)

We believe that to preserve the function and integrity of Waterloo Christian School as the local Body of Christ, and to provide a biblical role model to the Waterloo Christian School members and the community, it is imperative that all persons employed by Waterloo Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians

5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with Scripture nor the doctrines of Waterloo Christian School. (Mark 12:28-31; Luke 6:31)

### **Usage of Non-Christian Publications in a Christian School (3.5)**

Much of the literature and many of the textbooks used in Christian schools were written by non-Christians. These materials contain assumptions, concepts, conclusions, and sometimes language that are contrary to Christian values. In some instances, a student or parent may object to the reading of a particular book or selection because of its content or terminology. Is it possible to follow a course of action that remains loyal to Christian principles and provides flexibility of choice at the same time?

To exclude all writings by non-Christians would mean the removal of much of the cultural heritage of the western world. It would also mean the removal of many of the textbooks that have been edited by Christian publishers. The need, therefore, is for careful selection of materials and for guidance by the teacher in the analysis and evaluation of what is read.

The students we teach will not live in Christian bubbles. They will rub shoulders with humanists, naturalists, atheists, agnostics, cultists, and every other brand of non-Christian belief in the world. Prior practice during their school years in analysis and evaluation of worldviews, under the guidance of Christian teachers, will help sharpen students' judgment and discrimination skills, which will be useful all their lives.

The administration considers several questions when choosing books and articles:

- Is the work appropriate to the general objective of the curriculum?
- Is the work appropriate to the specific objectives of the unit or section under study?
- Is the work appropriate to the mental, emotional, and spiritual development of the students?
- Is the work a good choice to lead the student to an enlarged understanding of the topic under study? Does the social, literary, or political merit of the work exceed its potential for offending?
- In the case of textbook selection, is a book of comparable quality available from a Christian publisher?

Whether or not a book, periodical, or article has educational merit is a matter of judgment, and that judgment is the responsibility of the school faculty and administration. However, the classroom teacher will attempt to compile



reading lists sufficiently comprehensive so that a variety of selections is available to the student. Such a procedure preserves loyalty to Christian principles, as well as flexibility of choice if objections should arise.

### **Non-Discrimination Policy (3.6)**

It is the policy of Waterloo Christian School to provide equal educational and employment opportunities and not to legally discriminate on the basis of race, national origin, gender, marital status, socio-economic status, or disability. As a Christian school, Waterloo Christian School reserves the right to discriminate or impose qualifications based on religion, creed, gender questions, or sexual preference as allowed by the Iowa Civil Rights Act (Iowa Code, chapter 216, section 216.9) and Iowa Code, section 281-12.1(256).

# Attendance Policies and Procedures (Section Four)

## Attendance Policy Introduction (4.1)

The guidelines and procedures regarding attendance are intended to communicate the importance of school and personal responsibility. Regular attendance and timely arrival is essential to student success and helps to instill important life habits. Regular attendance is also required under Iowa state law (Chapter 299). Waterloo Christian seeks to partner with parents to reduce the instances of tardiness and absence in the classroom.

## Elementary (K-4) Attendance Policies (4.2)

### *Morning Arrival, Morning Tardies, and Absences*

Students are expected to be seated in their first classroom by 8:00 a.m. Any student failing to meet this requirement must sign-in at the Front Office and be issued a **Tardy Pass** before proceeding to his/her classroom. Students who arrive to class after 8:00 a.m. without a tardy pass will be sent to the office to sign-in. It is highly recommended that students arrive several minutes before 8:00 a.m. to prepare for the school day. All tardies are recorded and reported on report cards and permanent student records.

Students are allowed up to **six tardies** to class each semester without penalty. This is to account for unforeseen circumstances that families may experience (car-pools, traffic accidents, etc.). Excessive tardies or a pattern of consistent tardiness may result in further action as determined appropriate by the school.

Tardies due to professional appointments (medical, dental, orthodontic, physical therapy) will be considered excused if accompanied with a signed doctor note. Tardies will also be considered excused if it is a weather related/safety issue or a family emergency. Excused tardies will not count towards the six-tardy limit.

Any student arriving after 9:00 a.m. or departing before 2:00 p.m. will be marked as a ½ day absence and therefore ineligible to participate in any co-curricular activity. Exceptions will be made if the absence was due to a professional appointment supported by a signed doctor note.

### *Leaving School During the Day*

We understand that it is often difficult to obtain medical/dental/orthodontic and other professional appointments outside of school hours. If a child must be picked up during the day for a professional appointment, please follow the below procedures:

Please contact the Front Office before 9:00 a.m. by e-mail or phone. It is also appreciated if you send a separate note with your child for the supervising teacher.

Upon your arrival at the school to pick the child up, office personnel will call the classroom and ask for your child to be sent to the Front Office. Please allow at least 5 minutes for your child to complete their task, pack-up, and come to the office.

For the safety of our students, parents must come into the office when picking up your child during the school day. Although students are permitted to sign themselves out, office staff will need to see you before your child is released.

If a student is returning to school after a professional appointment, he/she must sign-in.

#### *Unavoidable and Unplanned Absence*

If your child must be absent, please notify the school by e-mail or phone before 9:00 a.m. Students are to be free of sickness symptoms (fever, diarrhea, vomit) for twenty-four hours prior to their return to school. Please help other students stay healthy by following this guideline.

#### *Pre-Arranged Absences*

Waterloo Christian builds in several extended academic breaks through the year. We strongly encourage parents to arrange vacations or other planned absences during these scheduled breaks. If a parent chooses for a student to miss one or more full days of school, the following procedures should be followed:

- A Pre-Arranged Absence Form should be completed and submitted to the office at least one week prior to the absence. Pre-arranged materials and assignments may be requested.
- Work will be due at the discretion of the teacher.
- The student may need to arrange with the teacher to come in before/after school or during break periods to complete missing work.
- Unless students are sick, they must be in attendance for Iowa Assessments, Christmas Program, or Patriotic Program performances. Absences during these times must be accompanied with a doctor's excuse.

#### *Maximum Number of Allowable Absences or Tardies*

We rely on the parents to encourage and support attendance and timeliness habits. Any student receiving more than six tardies or ten absences per semester, regardless of reasoning, may be required to make special arrangements with Administration. Waterloo Christian School reserves the right to deny promotion to the next grade level if the student is not academically or behaviorally prepared for the following grade.

## **Secondary (Grades 5-12) Attendance Policies (4.3)**

### *Morning Arrival, Tardies, and Absences*

Students are expected to be seated in their first classroom by 7:45 a.m. Any student failing to meet this requirement must sign-in at the Front Office and be issued a **Tardy Pass** before proceeding to his/her classroom. Students who arrive to class after 7:45 a.m. without a tardy pass will be sent to the office to sign-in. It is highly recommended that students arrive several minutes before 7:45 a.m. to prepare for the school day. All tardies are recorded and reported on report cards and permanent student records.

Students are allowed up to **five tardies** each semester without penalty. This is to account for unforeseen circumstances that families or students may experience (car pools, traffic accidents, etc.). The sixth tardy will result in a detention and every-other tardy after the sixth will result in an additional detention.

Tardies due to professional appointments (medical, dental, orthodontic, physical therapy) will be considered excused if accompanied with a signed doctor note. Excused tardies will not count towards the tardy limit.

Any student arriving after 8:45 a.m. or departing before 2:00 p.m. will be marked as a ½ day absence and therefore ineligible to participate in any co-curricular activity. Exceptions will be made if the absence was due to a professional appointment supported by a signed doctor note.

### *Leaving School During the Day*

We understand that it is often difficult to obtain medical/dental/orthodontic and other professional appointments outside of school hours. If a child must be picked up during the day for a professional appointment, please follow the below procedures:

Please contact the Front Office before 9:00 a.m. by e-mail or phone. Upon your arrival at the school to pick the child up, office personnel will call the classroom and ask for your child to be sent to the Front Office. Please allow at least 5 minutes for your child to complete their task, pack-up, and come to the office. If the student is responsible for driving themselves, they may take personal responsibility to sign-out at the Front Office.

For the safety of our students, parents **must come into the office** when picking up your child during the school day. Although students are permitted to sign themselves out, office staff will need to see you before your child is released. If the student is responsible for driving themselves, a parent is not required to be present.

If a student is returning to school after a professional appointment, he/she must sign-in.

### *Unavoidable and Unplanned Absence*

If your child must be absent, please notify the school by e-mail or phone before 9:00 a.m. Students are to be free of sickness symptoms (fever, diarrhea, vomit) for twenty-four hours prior to their return to school. Please help other students stay healthy by following this guideline.

### *Pre-Arranged Absences*

Waterloo Christian builds in several extended academic breaks through the year. We strongly encourage parents to arrange vacations or other planned absences during these scheduled breaks. If a parent chooses for a student to miss one or more full days of school, the following procedures should be followed:

- A Pre-Arranged Absence Form should be completed and submitted to the office at least one week prior to the absence. Pre-arranged materials and assignments may be requested.
- Work will be due at the discretion of the teacher, up to a maximum of one week.
- The student may need to arrange with the teacher to come in before/after school or during break periods to complete missing work.
- Unless students are sick, they must be in attendance for Iowa Assessments, Christmas Program, or Patriotic Program performances. Absences during these times must be accompanied with a doctor's excuse.

### *Maximum Number of Allowable Tardies*

We rely on the parents to encourage and support attendance and timeliness habits. Any student receiving more than **five total tardies** per semester will be required to serve a 60-minute detention period. Every other tardy after the fifth tardy will result in a separate 60-minute detention.

Detentions may not be deferred for participation in co-curricular activities. At the discretion of coaches, students may be permitted to participate in an activity after the detention has been served. If a pattern of tardiness is not deterred by the detention, further disciplinary action may be taken.

### *Maximum Number of Allowable Absences*

Any student receiving more than **eight absences per semester**, regardless of reasoning, may be required to make special arrangements with Administration. Waterloo Christian School reserves the right to deny promotion to the next grade level or sequential course if the student is not academically or behaviorally prepared for the following grade.

### *Skipping Class*

Skipping class (also known as truancy) is the act of being absent from school for any reason deemed unacceptable

by the administration. This is generally defined as failure to attend school without parental knowledge. Truancy will result in disciplinary action deemed appropriate by the administration. Any work due on the day skipped will result in no academic credit. Senior skip days are not permitted.

#### **School Hours (4.4)**

Elementary school is in session from 8:00 a.m. – 3:00 p.m. daily. Staff supervision of students will be available from 7:25 a.m. until 3:20 p.m. Elementary students will be permitted to go to classrooms beginning at 7:50 a.m. All elementary students who are tardy for school must report to the School Office.

Middle school and high school are in session from 7:45 a.m. – 3:00 p.m. Staff supervision of secondary students will be available from 7:25 – 3:20 p.m.

Under no circumstances are students to be on school property (inside or outside of the school) before 7:25 a.m. If a student arrives before this time, they will be required to wait in a car with their own parent/guardian. Due to the location of our school, we sometimes have residents walking through our parking lot. This strictly enforced policy is ultimately for the safety of our students. Exceptions to these hours will be made if there is an organized school activity or arrangements have been made with the Front Office.

Students who are not picked up by 3:20 p.m. will be assessed a supervision fee of \$5 for every 15 minutes on campus.

# Academic Policies and Procedures (Section Five)

## Grading Scale (5.1)

Letter Grade	Scale	GPA Value
A	96-100	4.00
A-	90-95	3.70
B+	87-89	3.30
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
D+	67-69	1.30
D	63-66	1.00
D-	60-62	0.70
F	0-59	0.00

## Academic Promotion/Retention (5.2)

Students failing to meet the minimum academic or behavioral requirements will not be advanced to the next grade level. As a school, we understand that students learn at different paces. Our goal is that each student is at the grade level appropriate for their academic, emotional, and behavioral level. The administration reserves the right to withhold academic promotion based on each unique student and their progress. Before making decisions regarding academic promotion or retention, the school considers quantitative and qualitative data on each individual student.

### *Elementary School*

A student must complete and pass reading and math with a final grade no lower than 70.0%. Additional factors considered are standardized test scores, exit exams, social development, and general academic progress.

### *Middle School*

A student must complete and pass reading and math with a final grade no lower than 70%. In addition, a student must pass two (2) of the following courses to be promoted to the next grade: science, social studies, and Bible.

### *High School*

A student must earn a minimum five (5) credits to be classified a sophomore; twelve (12) credits to be classified a junior; and nineteen (19) credits to be classified a senior.

### **Academic Probation (5.3)**

Waterloo Christian reserves the right to place any student on academic probation. Students who are on academic probation and receive three or more failing grades may be asked to withdraw from Waterloo Christian School.

### **Special Learning Needs (5.4)**

Waterloo Christian School does not offer an in-house program specifically designed for students with special learning needs. Students who may require additional services beyond what the school is prepared or equipped to provide will be considered on a case-by-case basis through the admissions and re-enrollment process. The responsibility lies with the parents to provide necessary supports that may be beyond the school's current ability to support.

### **Honor Roll – Secondary Grades (5.5)**

Quarterly Honor Roll will be published at the end of the appropriate grading period. To be placed on the Honor Roll, a student must earn an 80% average in all classes for that grading period and have earned no more than one "C" and no "D's" or "F's". To be placed on the "High Honors" Honor Roll, a student must earn 90% or higher in all classes.

### **Homework (5.6)**

The purpose of homework is to reinforce concepts learned in the classroom. Therefore, students will be assigned homework on a regular basis. Each student is expected to complete the assigned homework to the best of his/her ability. In the event of an absence, all schoolwork, including homework, is to be made up. The student is responsible for contacting each of his/her teachers for missed assignments. Homework may be individualized to benefit those students who have special interests or need special help.

It is strongly recommended that there is a designated time each day for homework. This time should be used to complete homework, read a book, study math facts, memorize verses, or work on long-term projects. It is important for students to develop the habit of doing homework/studying each day.

### **Late Work Policy (5.7)**

Penalties for late work are determined by the individual classroom teacher in accordance with consistently enforced classroom expectations. Parents or students who want more information about the late work policy are encouraged to review the class syllabus or contact the teacher.

### **Grading Philosophy (5.8)**

The academic grades at Waterloo Christian School reflect both their acquisition of the subject matter and the life skills used in learning that information. Timeliness, organization, and interpersonal communication are just a few



of the integral components of the learning process. Our hope is that each grade is a comprehensive reflection of both the student's abilities and efforts toward their education.

### **Plagiarism (5.9)**

Plagiarism is the act of stealing and passing off the words or ideas of another as one's own and/or use such words or ideas without crediting the source. Internet materials are considered the same as traditionally published materials. Plagiarism is an offense that could result in suspension, detention, or other consequence as determined by administration.

### **High School Graduation Requirements (5.10)**

Bible – 8 Credits for Standard / 8 Credits for College Prep

- **Old Testament (9<sup>th</sup>)**
- **New Testament (10<sup>th</sup>)**
- **Apologetics (11<sup>th</sup>)**
- **Worldviews (12<sup>th</sup>)**

English – 9 Credits for Standard / 9 Credits for College Prep

- **Freshman English (9<sup>th</sup>)**
- **Language & Composition (10<sup>th</sup>)**
- **American Literature (11<sup>th</sup>)**
- **British Literature (12<sup>th</sup>)**
- **Foundations of Communication – 1 Credit**

Math – 6 Credits for Standard / 8 Credits for College Prep

- **Algebra 1**
- **Geometry**
- **Algebra 2**
- **Pre-Calculus / Trigonometry**
- **Calculus**

Science – 6 Credits / 8 Credits for College Prep)

- **Physical Science (9<sup>th</sup>)**
- **Biology (10<sup>th</sup>)**
- **Chemistry (11<sup>th</sup>)**
- **Senior Science (12<sup>th</sup>)**

Social Sciences – 6 Credits / 6 Credits for College Prep

- **World History (9<sup>th</sup>)**
- **American History (10<sup>th</sup>)**
- **US Government / Economics (11<sup>th</sup>)**
- **Geography – Integration**

Personal Finance – 1 Credit

Health and Fitness – 4 Credits

Fine Arts – 2 Credits

- **Yearbook**
- **Art**
- **Choir**
- **Band**

- **Home Economics**
- **Theater Arts**

Foreign Language – 4 Credits

Electives – 4 Credits

**Total Credits Standard Diploma – 48 Credits**

**Total Credits College Diploma – 52 Credits**

*1 Credit is Generally Equal to 60 – 90 Instructional Hours, but all classes take the approach of **competency-based education**. This means that if students demonstrate the required competencies of the class (defined school standards/objectives) then credit may be awarded regardless of instructional hours.*

*Students may earn credits outside of Waterloo Christian School’s academic program that fulfill the class standards/objectives. In some cases an assessment may be required to make certain that the class has fulfilled WCS requirements.*

### **High School Christian Service Hours Requirement (5.11)**

Each high school student is required to complete 24 service hours per year of enrollment. Documentation of service hours must be submitted each year to the Front Office. Regular service challenges students to understand the importance of *engaging culture*. It also helps our students to develop a heart of service to those around them.

#### *Guidelines*

- Service must be logged on Christian Service Log and turned in by the final day of each semester.
- Upon submission, Administration will review and approve the service hours.
- Students may not receive financial compensation for any hours that are performed.
- A senior who does not complete the required service hours will not be issued a diploma.
- Service may be from any of the following categories: Direct, Stewardship, or School.
- Service should be completed outside of the student’s own home/family environment.

#### **Types of Service**

- Direct Service involves person-to-person contact with individuals who may be experiencing poverty, discrimination, poor health, old age, and/or mental and physical limitations.
  - Tutoring children as part of the after-school program
  - Teaching English to adults
  - Visiting senior citizens at a local nursing home
  - Serving food in a soup kitchen
- Stewardship Service includes work done on behalf of non-profit, community, or church agencies.
  - Stocking shelves/helping at the Northeast Iowa Food Bank
  - Teaching a Sunday School or Children’s ministry class at your church
  - Volunteering at the Grout Museum, the Imaginarium, or the Waterloo Center for the Arts
- School Service includes work done on behalf of Waterloo Christian School. Examples include:
  - Canvassing the neighborhood on behalf of WCS

- Stuffing envelopes for fundraising campaigns
- Civic involvement on behalf of the school
- Optional cleaning duties around the school (not including detention)
- A maximum of 12 hours per year can be completed from the school service category.

### **Class Schedule Minimum (5.12)**

All full-time students are expected to maintain a full class schedule.

### **Off-Campus Classes (5.13)**

#### *High School Level Classes*

- Off-campus classes that are being applied towards diploma requirements must be pre-approved by the administration.
- Transportation will not be the responsibility of WCS.
- Time off campus cannot interfere with required coursework at WCS.

#### *College-Level Classes*

- Time off campus cannot interfere with required course work at WCS.
- All college class enrollments must be approved by the administration.
- Students must demonstrate excellence in their required Waterloo Christian School coursework before approval for college-level courses will be given.

All classes taken off campus, for any reason, will appear on the transcript with the educational institution noted. The credit from off-campus classes will count towards graduation requirements if approved by Administration, but the grade will not count toward the student's GPA. If a student earns a failing grade it will remain on the student transcript; however, the GPA will be recalculated if that class is retaken at WCS.

### **GPA Calculation (5.14)**

A student's GPA will be calculated on a semester basis. Semester grades from all classes will be used to calculate GPA, except off-campus classes.

### **Academic Progress Reports (5.15)**

Families are invited and encouraged to monitor academic progress through Renweb. Grades will be input by teachers no later than one week after the assignments are due. When there are concerns, parents are encouraged to contact teachers.

### **Athletic Eligibility (5.16)**

The WCS Athletic Eligibility Policy follows the Iowa Department of Education's Guidance on 'Scholarship Rule,' 36.15(2).

**Definitions:**

- Passing – no grade lower than 60% (F), no incompletes (I), earn a GPA of 2.0 or higher for that grading period.
- Grading periods – first nine-week grade, first semester grade, third nine-week grade, and second semester grade.
- Credit coursework – includes all classes for which credit is given including AP courses and PSEO courses.

**All student athletes must be:**

- Enrolled and in good standing at WCS.
- Under 20 years of age.
- Receive passing grades for all coursework for which credit is given.
- Making adequate progress toward graduation requirements at the end of each grading period.

**Valedictorian/Salutatorian (5.17)**

To be recognized as valedictorian or salutatorian of WCS, a student must maintain a minimum GPA of 3.5, and must have been a full-time student at WCS for at least his/her junior and senior years. The selection of valedictorian and salutatorian will be made public at the end of the first semester of the senior year. Only one valedictorian and one salutatorian will be chosen each year. The valedictorian and salutatorian will be chosen on the basis of the RAI score which is a combination of GPA, SAT/ACT, and the number of college prep classes taken.

**Graduation Honors (5.18)**

A full-time student who maintains a 3.5 GPA or better will be recognized as an honor graduate at graduation and on all transcripts.

**Work Release (5.19)**

Work release will be available to students who meet the following criteria:

- Have and maintain a work schedule that begins before school is out.
- Verify ongoing employment. This may require providing copies of check stubs to the administration.
- Students with difficulties maintaining WCS eligibility standards may not be granted Work Release.

**Standardized Testing (5.20)**

Standardized tests are essential for documenting progress and for reporting performance to the State Department of Education. Our School Improvement Committee documents the achievement of our long-term improvement goals with these results.

# Student Life Policies and Procedures (Section Six)

## **Athletics (6.1)**

Athletics play an important role in development of healthy bodies, growth in wholesome interpersonal relationships, personal maturity in handling pressures, and dealing with success and failure. The athletic program offers each student an opportunity to participate in a sport of his/her choice through competition with other schools. Volleyball, basketball, and trap shooting are currently offered at WCS. Waterloo Christian School has athletic sharing agreements at the high school level for all other state sanctioned sports.

## **Athletic Contest Supervision (6.2)**

All students currently enrolled in 6<sup>th</sup> grade or below are required to have parental/guardian supervision at all athletic contests. This is to help support the safety of our student athletes and spectators. While we welcome attendance from all students, those enrolled in 6<sup>th</sup> grade or below are always expected to be within arm's reach of their respective parent/guardian.

## **Sportsmanship (6.3)**

In the spirit of Christian character and good sportsmanship, students and fans are asked to refrain from yelling or chanting anything that might ridicule, embarrass, or insult athletes, referees, or other spectators during athletic contests. This is equally important at both home and away games. Failure to comply may result in disciplinary action and/or removal from the premises.

## **Physical Education (6.4)**

Medical excuses or a note from the parent or guardian stating that the course conflicts with the student's religious beliefs are the only reasons for exemption from physical education classes. Notes from parents concerning illness are accepted; however, more than two consecutive days of non-participation require a signed doctor's note.

## **Physical Education Dress Code (6.5)**

### *Grade 5-12 PE Attire (Boys and Girls)*

- Tennis shoes (non-marking soles) must have shoe strings or Velcro straps
- Athletic socks
- Gym-style shorts or sweat pants; no jeans shorts or cut-off shorts
- Gym-style shorts are described as modest and loose-fitting
- T-shirts or sweatshirts

### *Grades K-4 Attire (Boys and Girls)*

- Girls: Wear shorts beneath skirts and dresses for PE and recess
- All: Tennis shoes worn only for gym class are kept in the classroom.

### **Sports Waiver of P.E. Requirement (6.6)**

Students are required to be in P.E. every semester they are in school. Participation in sports may satisfy the physical education requirement for 11th and 12th grade, but does not grant credit towards graduation. In order to satisfy the physical education requirements, students must participate in a pre-approved workout plan. A waiver must be requested by the parent and student in writing to the administration. The waiver is based only on completion of full participation in a sport. If a student drops out of a sport or becomes ineligible, the waiver will not be granted. The sport must meet a minimum of 900 minutes during the semester the waiver is sought and the student must participate for at least 900 minutes.

Seniors are allowed to request waivers based on class load or off-campus work or classes. Waivers will need to be requested in writing by both parent and student. One full credit of PE is required for graduation. 1/4 credits are granted for each semester for participation in an approved independent study. 1/4 credits are waived for participation in approved sports programs that meet the 900-minute requirement. Seniors are only allowed to have credits waived because of work or classes.

Waivers may also be granted for health issues. The waiver is good for one semester at a time and must be requested in writing by both parent and student. There are exceptions to the guidelines above. Each case will be evaluated on a case by case basis.

### **Elementary Recess (6.7)**

Recess is a required activity. The wind-chill and weather conditions will be carefully considered to determine if adjustments are necessary.

### **Banquets, Trips, Retreats, Programs (6.8)**

Some of these events are part of the instructional program and are required field trips and programs). Some involve larger financial commitment and are, therefore, optional. Appropriate dress and behavioral guidelines will be set for each event and must be adhered to. Please refer to the dress code section of the handbook for relevant criteria.

### **Hot Lunch Program (6.9)**

Hot lunch will be served every school day, unless there is a Noon dismissal. Parents are encouraged to consider volunteering in this important service, which our school provides. Their assistance in this area is critical to the success and continuation of our lunch program. Parents are always welcome to have lunch with their child. A parent's lunch will be charged to family's account. Parents should check in with the School Office as a visitor before going to the lunchroom. All visitors hoping to order a lunch must contact the office prior to 9:00 a.m.

Participation in the lunch program is based on a prepaid system. Parents are encouraged to consider their child's

actual use of the program and add money through ParentsWeb before the account has a zero balance. Parents are encouraged to routinely review their family's lunch account on ParentsWeb. Deposits to the lunch account may be made directly through ParentsWeb or through the School Office. If the student's lunch account balance is zero or lower, hot lunch will not be provided. A modified sack lunch will be provided and charged to the family account.

Food prepared by the lunchroom is only available to students during their designated lunch period. Students in grades K-4 have three lunch options: bring a sack lunch from home, purchase a school lunch which consists of an entrée, vegetable, fruit, and milk, or purchase a school sack lunch. Students in grades 5-12 also have a salad bar option. Additional or single milk is available for purchase. There are a variety of items available on an ala carte basis. *WCS does not participate in the National Free and Reduced Lunch Program.*

#### *2020-21 Lunch Prices*

K-4: \$3.50

5-12: \$4.00

Milk: \$0.50/carton

#### **Food, Drink, and Gum (6.10)**

- K-4 students are only permitted to bring their lunch items. If food is necessary for medical reasons, this must be approved by the Front Office. Students in Grades 5-12 are permitted to bring a snack for the designated break time. Food should not be kept in lockers overnight and policies on individual food policies are at the discretion of each teacher.
- No gum is permitted on campus. This includes special events before and after school.
- Food may not be delivered to the building or prepared in the building without prior approval from administration.

#### **Inclement Weather Procedures (6.11)**

##### **Safety is Priority #1**

The well-being and safety of our families traveling to and from school is the most important consideration in determining school closure, delay, or early dismissal. Our school enrolls families from over 500 square miles and although some roads in Blackhawk County may be passable, there may be road or weather conditions in other parts of our territory warranting a closure or delay. This document serves as a guideline to help inform families of our protocols and communication for school closures and delays. Regardless of the decision of the school, parents have ultimate authority in making decisions that are in the best interest of your family.

##### **Considerations**

Several factors are considered when making decisions about the school's operations and safety of our families.

This includes road conditions, weather conditions (past, present, future), wind-chill temperature, actual temperature, and condition of our building/facilities.

### **Timing of Weather Closure Decisions**

The Head of School will make every effort to make an informed decision and communicate with families as early as possible. Our intent is to announce a school closure decision by 5:30 a.m. In some cases, a decision may be made and communicated the evening before. If no communication is distributed, this means that the school is operating as normal. We do not always follow Waterloo Community Schools with weather-related decisions.

### **School Activities**

In the event of an early dismissal, after-school activities are typically cancelled or rescheduled for a later date. Exceptions would be communicated through the Waterloo Christian School website and Facebook.

### **Emergency Plan**

Parents are encouraged to create an emergency plan for your family. Parents should plan with their students where to go or what to do if a parent is not home and school is closed, delayed, or dismissed early.

### **Delayed Start**

During Delayed Start, the standard time that school operations will begin is 10:00 a.m. Students should arrive no earlier than 9:45 a.m. on a delayed start day.

### **Early Release**

Early Dismissal decisions and timing may vary depending on the unique weather factors. After-care is not provided during early release schedules.

### **Communication of Weather Closure/Delay**

- **Facebook:** Waterloo Christian School Facebook account
- **RenWeb Parent Alert:** Parent Alert System (Text/Phone Call)
  - *Note: Your contact information must be up-to-date in Renweb to receive an electronic Parent Alert*
- **KWWL News Station**

### **Telephone for Student Use (6.12)**

A designated telephone is provided in the School Office from which students may make free local telephone calls. Other building phones are off-limits for student use. Messages may be left for students and students may return



calls, but, as a rule, students will not be called from class to take a call unless it is an emergency.

### **School Visits (6.13)**

Adult visits for observation are welcome. Please call the Front Office to schedule a time. Upon arrival, please check in at the School Office for a School Visitor Pass. Visits must be approved by the administration.

### **Solicitations (6.14)**

Students are not to sell items of any kind to other students or staff members without administrative approval.

### **Postings or Advertisements (6.15)**

Advertisements, promotions, or other printed materials may not be posted on school grounds without administrative approval.

### **Party/Event Invitations (6.16)**

When invitations to parties or other events are given selectively to classmates/friends, these invitations should be sent through the mail, rather than distributed at school to avoid students feeling hurt because they were not included in the activity. Distribution of all-class invitations are the responsibility of the family.

### **Music Selection (6.17)**

The School takes the position that music (vocal or instrumental), as a part of school activities, will be carefully reviewed and evaluated beforehand. Approval of acceptable music to be performed/played at a WCS event, must be made by administration a minimum of two weeks prior to the scheduled performance.

### **Prescription Medicine Guidelines (6.18)**

All prescription or non-prescription medicine, brought from home, must be kept in the School Office and dispensed in the School Office. Prescription medications must be brought to school in, and dispensed from, the original prescription bottle in which they were received from the pharmacy. Under no circumstances should any student have prescription medicine in his/her locker or lunch box, or in his/her possession. The school also requires a note of permission to administer aspirin, Tylenol, and Advil that are supplied by parents.

### **Medical Information (6.19)**

It is essential that parents inform the school about the specific medical conditions of students (i.e. allergies, seizures, medications). Each year, information of students' medical needs is provided for all teachers.

### **Emergency Information Form (6.20)**

As part of the enrollment/reenrollment process, parents update the electronic "Emergency Information Form" with

the School Office, providing emergency telephone numbers, as well as identifying alternate persons to contact in the event the school is unable to locate parents. Such a form also includes a statement that gives the school permission to release the student to the alternate person in the event parents cannot be reached. Parents are asked to notify the School Office if the information on this form changes.

### **Behavioral Probation (6.21)**

Students may be placed on social probation if their lifestyle and attitude are not aligned with the school's mission and expectations. Students on social probation will meet with the administration on a regular basis to ascertain their level of compliance and commitment to the school's mission and expectations. Teacher, coach, parental, and other input will be assessed to help determine the student's standing with the school or release to seek other educational options. Students on a probationary status at the end of one academic year will be considered for re-enrollment on a probationary basis the following year.

### **Student Withdrawal (6.22)**

When a student withdraws from attendance at WCS during the school year, for whatever reason, he/she must obtain a student "Withdrawal Form" from the School Office and complete, as outlined, before officially checking out. Families are expected to uphold the financial obligations as outlined in the Financial Agreement.

# Student Discipline (Section Seven)

## Introduction (7.1)

The school subscribes to the Biblical mandate to “train up a child in the way he should go...” (Proverbs 22:6). This responsibility involves the school and the home working closely together. The confidence that the home places in the school is essential to the success of this ministry. To promote order, unity, and deference to prescribed standards, the authority of the school staff, teachers, administration, and Waterloo Christian Board of Trustees must be recognized and respected.

The philosophy, goals, standards, and procedures that follow are intended only as guidelines.

The school will evaluate each case of student misconduct or problem behavior and take whatever disciplinary action it deems appropriate based on the circumstances involved. If, at any time, the school determines that a student's influence is considered harmful, or if his or her presence is regarded by the administration as undesirable, the school may request the student to immediately withdraw, expel the student, or other discipline.

We believe that discipline situations are often opportunities for growth in the life of a student.

WCS is committed to humbly seeking God's wisdom and direction as we implement student discipline that encourages growth and change.

## Recreation, Entertainment, and Cultural Influence (7.2)

Because the following items often reflect our culture's rejection of the Biblical worldview espoused by our school families, and because such activities tend to be divisive within the evangelical Christian community which this school serves, the school discourages student involvement in and indiscreet discussion of the following:

### **Controversial Music/Videos/Concerts/Dances**

Refers particularly music that condones or promotes violence, hate, drugs, immorality, or other behavior unbecoming a follower of Christ, as well as concerts or dances that may be equally unsuitable.

### **Inappropriate Movies/Videos/Television/Internet Access**

Refers particularly to entertainment and images that expose the viewer to nudity, sexual encounters, homosexuality, graphic violence, profanity, vulgarity, and blasphemy.

### **Displays of Inappropriate Cultural Icons, Images, or Symbols**

Current or historical icons, images, or symbols which reflect or promote a cultural rejection of Christian values or school standards should not be displayed on garments, lockers, automobiles, and/or other personal or school property. Examples of current icons/images to be avoided are too numerous to list, but would include those associated with blasphemous or vulgar television shows, movies, celebrities, etc. An example of an offensive historical symbol would be the swastika. The administration reserves the right to address such concerns on a case-by-case basis.

### **Public Displays of Affection**

Students are to refrain from public kissing, embracing, and other close physical contact while at school or at school-sponsored events. If students who are warned about this behavior continue, the school will contact the parents and take disciplinary action.

### **Bullying and Harassment Definition (7.3)**

Any behavior that seeks to harm another person physically, emotionally, or socially. Bullying and harassment have various expressions including, but not limited to:

- Verbal: gossip, slander, racial slurs, coarse jesting, teasing, criticizing, threatening, etc.
- Physical: roughhousing, pushing, shoving, etc...
- Social: hurting another's reputation or relationships actively or by harsh exclusion, etc.
- Cyber: bullying behavior through private or public texting or use of social media, etc.

### **Philosophy of Discipline (7.4)**

It is important to keep our goal in mind when we discipline. As Christian parents and educators, we discipline students because we love them and want them to live a Christ-centered life. We discipline to help students choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal, and restore. Our goal is that hearts are changed and better choices are made in the future.

It is also important that we seek to prepare students to make wise choices when we are not around, not simply to control them while we are with them. Since in some ways our goal is to work ourselves out of a job, hopefully our adult discipline of students is slowly and surely being replaced by self-discipline on the student's part. To achieve this goal, we are guided by the following principles:

#### *Each Student is an Individual*

To see young lives molded, we strive to understand individuals and recognize each may be at a different level of maturity. We also seek to distinguish between those who have made first-time mistakes and those who are repeat offenders or mockers, although in some circumstances, first-time offenses may be of sufficient severity to warrant

suspension or expulsion. We strive to maintain distinct standards as our basis of comparison, not other individuals. Although we believe that working with students as individuals is important, we do recognize that general standards and expectations should be communicated clearly to all students and their parents.

#### *Maintain Standards*

We take very seriously the biblical, community, and school standards that each student pledges to live by when enrolling at WCS. Violations of certain standards or the absence of a repentant heart will not be tolerated.

#### *Growth through Failure*

We know that some of the most profound opportunities for growth in life come through how we respond to mistakes and failures. Where appropriate, we want to encourage students to grow and change as a result of their mistakes and failures. This is not to say there will not be consequences for these actions, but rather, we want to allow students to appropriately experience consequences and the growth that can result from them.

#### *Partnership Between Home and School*

We believe the Christian home and school should work in partnership. Both should implement discipline in love and humility, not in anger or in haste. Parents are expected to support the school's discipline.

#### *Forgiveness and Consequences*

We differentiate between forgiveness (both God's and others') and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person. Discipline should be fair and firm. We believe students should make amends for their mistakes. Accountability is important, and a pattern of change should become evident. Students and parents should recognize that there are times that actions result in consequences that are not immediately connected with disciplinary procedures. Students' participation in activities, where there are stated standards of conduct, or students who hold leadership positions, may experience consequences related to their participation in those activities which are not directly related to disciplinary action.

#### *Limits of Discipline*

Although we are charged with the duty of educating and supervising students for a portion of the day, we are not the parent, nor the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to expel a student or request that the parents withdraw the student from WCS. This does not mean we are giving up. The student continues to be a part of a Christian home and church. However, a change of school environment may be the best for all involved.

## **Student Respect & Unity (7.5)**

Because God has made all people in His image (Genesis 1:27) and designed that we respect one another as image-bearers (Genesis 9:6), Waterloo Christian School is committed to providing a safe environment and God-honoring culture for every student. We believe that respecting one another is God's clear instruction for all people, and it promotes the best opportunity for each student to perform at his or her best. In addition, we believe that diversity in ethnicity is cause for celebration, not disunity or teasing. Therefore, bullying and disrespect of any kind is contrary to Christian values and will not be tolerated at WCS while students are on or off campus.

Each of us is responsible for our own behavior since it originates from our own heart (James 4:1). Thus, each person must evaluate his or her own motives, actions, and words. This is a process of assessing if our behavior is wise or unwise, sacrificial or selfish, as well as if we are seeking to be pleasing to God in our behavior. In addition, since WCS is a community, we must watch out for one another and seek to be an example of genuine kindness as well as an advocate for those unwilling or unable to speak up for themselves. Self-control is the best prevention for personal misbehavior, but a true friend will seek the safety of others and the building up of all relationships within a community. Therefore, each person is asked to speak up on behalf of others, and is also required to report incidents they witness or become aware of.

Bullying is in violation of WCS behavioral standards. WCS will respond to all known incidents whether intentional or unintentional, isolated or persistent, individual or corporate, in a redemptive, yet resolute, manner. We believe every situation holds the opportunity for the power of the gospel to reconcile and restore; however, corrective action and penalties may include suspension or expulsion depending upon the severity of the incident and cooperation of students. Threats against the welfare of students or school personnel are grounds for immediate expulsion. Students should report incidents to a teacher, staff, coach, or administrator in order to ensure a timely resolution.

## **Detention Offenses (Secondary) (7.6)**

Offenses which are normally considered "minor," until and unless they become a part of disruptive or rebellious pattern, are as follows:

- Chewing gum, eating or drinking in the school building (other than the cafeteria)
- Talking or out-of-seat without permission
- Repeated inattention
- Wise-cracking or attention-getting behavior
- Irreverence

- Repeated Dress Code violation
- Running/pushing/shoving in halls or rooms
- Horseplay
- Bus or van conduct violation
- Excessive griping or complaining
- Repeatedly not prepared for class – books, pencils, etc.
- Public displays of affection
- Accumulation of tardies in accordance with the Attendance Policy

### **Serving a Detention (7.7)**

Detentions will occur after school for 60 minutes and may involve a form of service to the school. If a student disagrees about receiving a detention, it is his/her responsibility to privately discuss it with the teacher and not debate it publicly. If resolution cannot be reached, an arbitration meeting may be requested by either party. An administrator will conduct the arbitration and make the final decision.

Detentions will take precedence over jobs, athletics, or any other activity. Failure to serve detention at the scheduled time without making prior arrangements will result in double detention time.

### **Multiple Detentions (7.8)**

Detentions are intended to serve as both a consequence and a deterrent to negative behavior. When a student has earned three (3) detentions in any given semester, a conference will be scheduled with the student and parents to discuss concerns related to the student's behavior. At this time, other disciplinary options will be discussed if recurring patterns of unacceptable behavior are occurring.

### **Suspensions (7.9)**

The administration may suspend any student for misconduct of a serious nature upon the first incidence if it is determined that immediate suspension is necessary to maintain the standards of discipline. To provide specific guidelines for dealing with serious offenses, the following offenses are listed, along with the prescribed consequences. It should be noted that in every offense/consequence offered below, notification will be given to the parents explaining the offense. In most cases, a conference with the parents is also used to share the specifics of the offense and the seriousness of the situation. The following list of offenses and consequences is not meant to be exhaustive.

- Plagiarism
- Insubordination
- Direct disobedience

- Disrespect
- Bullying/harassment
- Challenging authority of staff
- Defacing or destruction of school property or grounds
- Truancy and/or skipping class (absence without parental/school knowledge)
- Fighting
- Profanity
- Unsportsmanlike behavior
- Cheating
- Gambling
- Obscene remarks/gestures
- Lying
- Public display of affection or physical contact

### **Discipline Appeals (7.10)**

Any family in disagreement with the prescribed discipline may notify the Head of School. If deemed necessary, a School Trustee may participate in the appeals process. Appeals may not be introduced to the Board of Trustees through any avenue except the Head of School.

### **Law Enforcement (7.11)**

In instances where student misconduct related to school is also a violation of the law, the matter will also be reported to law enforcement agencies.

### **Hazing/Harassment/Initiations (7.12)**

The School will not tolerate acts of hazing, intimidation, harassment (sexual/general), or bullying. These include acts that happen on or off the campus of WCS. It is a violation of the discipline code to harass or bully a student through any conduct or communication (including electronic communication such as e-mail, text messaging and social networking sites) that has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating or hostile learning environment. The administration will act to investigate all complaints of harassment, bullying or violence and to discipline any student or employee who harasses, bullies or is violent to another. When acts are not in compliance with the law, reports will promptly be made to local authorities.

### **Expulsion (7.13)**

Expulsion/suspension may result from actions that take place during the school session, as well as between sessions. Changes in student status may also result in removal from school.



- Students are required to reside or live with their parents/guardians in their place of residence while attending Waterloo Christian School.
- Students are to be single (not engaged, married, or co-habiting) while in attendance at Waterloo Christian School.

### **Re-Admission (7.14)**

Any student who has been dismissed from the school and desires readmission may, with his/her parents, request a meeting with the Head of School for that purpose. Since dismissal comes after a serious infraction of the rules of the school, steps taken to return must demonstrate the repentance and restoration depicted in I Corinthians 5:1–13; II Corinthians 2:1–11; and Galatians 6:1–10.

### **Weapons (7.15)**

Weapons are not allowed on buses, in the school, or on the school grounds. Any student who is determined to have brought a weapon to school or knowingly possessed a weapon at school may be suspended or expelled. The consequence will be determined by the administration based on the severity of the situation. The school administration reserves the right to define the term “weapon” based on potential harm and use and also maintains its right to deal with each situation on a case by case basis. Normal appeal procedures apply. Students involved may be referred to the local law enforcement agencies and the Iowa Department of Education. While this may prove to be an inconvenience to some, our current society dictates that we honor not only the spirit of the law, but the letter of the law in this regard.

### **Trap Team Guidelines (7.16)**

Members of the WCS Trap Team must abide by Iowa’s law regarding the transporting of firearms. On the days of a clay target meet or practice, student team members must keep their firearms (shotguns, rifles) locked in the trunk of their vehicles in transportable condition (taken down and totally contained in a securely fastened case with its barrels and magazines unloaded). At no time on school property may a student carry shells or ammunition on their person. Failure to abide by these rules may result in dismissal from the clay target team and/or disciplinary action.

### **Personal Property (7.17)**

Intentionally moving, misplacing, or tampering with someone else’s personal property is considered an act of disrespect and potentially vandalism and will be disciplined as such.

### **Electronic Device Usage (7.18)**

Disruptive/disobedient/defiant use of all electronic devices is prohibited. Electronic devices include but are not limited to two-way radios, cameras, cell phones (including with cameras), video recorders, hand-held games systems, MP-3 players and other communication devices. The use of photographic devices of any kind is not

allowed in restrooms or locker rooms. Use of photographic devices in other areas can only occur with approval of the administration.

The personal use or display of electronic devices is not permitted during classes unless an exception has been made by the supervising teacher. Usage of technology will only be approved if it serves a direct academic purpose. Students must keep all phones and personal listening devices turned off and out of sight during class. Between classes, students that are currently in 9th -12th grade may check for phone messages. Any use of electronic devices in the classroom (other than teacher directed) will result in a \$10 charge for the violation. The parents will receive notification by phone and email. The violation charge will be added to the student's account. Fines can be paid in the School Office. Students in grades K-8 are not permitted to use technology between 7:25 a.m. – 3:15 p.m. unless specific permission has been given by a staff member.

Taking pictures in locker rooms and restrooms will result in the phone/camera being confiscated immediately and may not be returned until the end of the school year. Other possible disciplinary actions and notification of law enforcement may apply.

Waterloo Christian School is not responsible for loss or damage of any personal electronic devices.

### **Technology (7.19)**

The use of computers and technology is a privilege, not a right, which requires a high level of personal responsibility. Waterloo Christian School offers access to the school computer network for educational use of the internet. To gain access to the internet, all students must obtain parental/guardian permission and must sign and return the Technology – Acceptable Use Agreement to the School Office. The permission form will need to be completed on an annual basis.

WCS supports and respects each family's right to decide whether or not to apply for student access. Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards. While the intent is to make internet access available to further educational goals and objectives, students may find information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The Bible is the standard for judging the appropriateness of internet sites.

If a high school student desires to use their personal laptop computer in the classroom, he/she must first complete the technology addendum and submit it to administration. Once permission has been granted, teachers will be

notified that the student has been granted permission. As with all privileges, personal responsibility is key.

Students must adhere to the following guidelines:

- A current technology agreement must on file
- The laptop computer is to be used for educational purposes only. Any other use will be at the discretion of the classroom teacher.
- The computer should not be a distraction in the classroom. The classroom teacher may at his/her discretion terminate the use of the laptop during their class.

### **Internet Usage (7.20)**

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Access is a privilege, not a right. Access entails responsibility.

Individual users of the WCS computer network are responsible for their behavior and communications over the networks. Users will comply with school standards and will honor the agreements they have signed. Beyond the clarification of such standards, the school is responsible for attempting to restrict, monitor, and control the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and to ensure that users are using our system responsibly. Users should not expect that files stored on the school servers will be private, nor will WCS be responsible for the loss of data stored on the school's PC or servers.

Violations will result in a loss of independent internet access as well as other disciplinary or legal action according to school policy. Computers without internet access will be available for students who have lost the privilege of using it.

Parents share the responsibility to communicate acceptable standards to their students. Specific usage violations, are not limited to, but may include the following:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password

- Trespassing in another person's folders, work, or files
- Intentionally wasting resources
- Employing the network for commercial purposes
- Using the Internet without the permission of a teacher
- Inappropriate use of e-mail
- Downloading and installing files from the Internet
- Other activities deemed inappropriate
- Online reservations, ordering, and purchasing of items

### **Search and Seizure (7.21)**

School administration may, without a search warrant, search a student, student lockers, desks, or work areas, based on a reasonable suspicion under the circumstances and in a manner reasonable in scope, to maintain order and discipline, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search.

### **Locker Use (7.22)**

Lockers are school property and may be searched by school personnel with or without cause. Lockers are provided for students to hang coats in and to keep school supplies, textbooks, and other needed supplies organized. Food from lockers is not to be consumed between classes. Empty cans, waste paper, and clothing should not be allowed to accumulate in the locker. Periodic cleaning is expected. Locker doors are to remain closed when not in use. Students may not get into other's lockers without specific permission, or trade lockers without school approval.

The following items should not be brought to school or stored in lockers:

- Playing cards and other items commonly associated with gambling.
- Dangerous items (i.e. weapons).
- Magazines and other media that glamorize, condone, or promote personalities and lifestyles that conflict with WCS's mission.
- Those articles considered by teachers or administrators to be a hindrance to the educational process.

Items confiscated may or may not be returned to the student.

# Dress Code Procedures (Section Eight)

## Dress Code Purpose (8.1)

As a Christian school, WCS is governed by biblical standards and seeks to provide an environment conducive to Christian growth and learning. The Bible indicates that God wants a Christian to do “all to the glory of God” (I Cor. 10:31). We believe that this includes glorifying God in our dress. In our effort to maintain a positive testimony in the community and to develop students spiritually, academically, and personally into the persons God wants them to be, the following standard of dress has been adopted and is based on the following guidelines:

- Modesty
- Moderation
- Proper fit
- Neatness
- Cleanliness
- Good Repair
- Propriety for occasion

We expect students to come to school dressed for the business of learning. Any styles, fads, apparel, or accessories that may be considered offensive or inappropriate for school dress are not permitted to be worn. The Administration of Waterloo Christian School has authority in all dress-code related matters. In determining adherence to the standards below, the following questions are also considered:

- Will my appearance today be pleasing to God?
- Will my appearance bring undue attention to me or distract others from learning?
- Will my appearance meet the school dress code guidelines?

## Specific Dress Code Attire (8.2)

*Tops:*

- Knit polo-type, Oxford or woven dress-shirt style tops only
- A collared shirt must be worn at all times
- May be solid color, striped, plaid, or polka dots
- No advertising, graphics, or writing
- Must be tucked in
- Long or short sleeved only
- Sweaters and sweater vests may be worn

- No outerwear or sports-style wear may be worn during the school day
- Dresses with sleeves (short or long) are permitted. If a wide neckline swoops below the collarbone, a collared shirt must be worn underneath
- Sweatshirts and T-shirts that are approved Regent-Wear are allowed on designated Regent Wear Days

*Bottoms:*

- Shorts (**boys only, to be worn prior to Thanksgiving break and after spring break**), slacks or trousers, skirts or capris (**hem below the knee**)
- May have patterns, but no words or slogans
- Fabric: Twill, corduroy, cotton, wool, or linen (denim fabric for skirts only)
- Belts are required to be worn with pants that have belt loops in grades 2<sup>nd</sup> through 12<sup>th</sup>
- Dresses, skirts, and shorts must be knee-length or longer when sitting or standing
- The waist of the garment must be worn at the waist (defined as the top of the hip bone)
- Denim jeans:
  - Denim is a fabric. Jeans refers to a particular style and cut
  - Allowed for students in grades K-6 only
  - Students in grades 7-12 may wear denim jeans only on designated Regent Wear Days with Regent Wear

No athletic shorts, sweat pants, knit pants or leggings. Girls may wear leggings under knee-length skirts/dresses.

*Shoes*

- Shoes must be worn at all times and be either athletic or dress shoes (heels on shoes must be 2” or lower) with closed toe
  - No sports sandals, flip-flops, slippers, or going barefoot. Students in grades 5-12 may wear dress sandals with a strap across the back of the shoe that secures it to the foot.

*Modesty*

- All clothes must be neat and in good repair
- Clothes must be the appropriate size
- Clothing that is too tight, too loose, or too revealing is not appropriate. See administration if there is a question concerning fit of clothing.
- Undergarments must not be visible

*Miscellaneous Items*

- No head wear including hats, visors, caps, bandanas, full-head wraps, or scarves

- Students in Kindergarten and 1<sup>st</sup> grade are encouraged, although not required, to wear belts.
- No gloves or mittens – during the school day except recess and for safety purposes as designated by teachers or administration
- No sunglasses
- No tattoos (permanent or temporary)
- No body piercings. Girls are allowed to wear simple pierced earrings.
- No extreme hairstyles or colors. Extreme is defined by any hairstyle that seeks to attract attention to yourself.
- Boys must be clean-shaven at all times.
- Boys' hair must be neatly cut and trimmed above the eyebrows, ears, and shirt collar.

### ***Cold Weather***

On cold days, students may need to wear outer garments, etc. over their school clothes on their way to/from school and at recess; however, any clothing that does not meet dress code requirements must be removed and stored before school begins.

### **Formal Dress Code (8.3)**

General guidelines for formal wear for special events for young ladies:

- The cut of the neckline may come no lower than four fingers below the collarbone.
- Wide necklines should rest securely on the tops of the shoulders.
- The backline of the dress should be no lower than the middle of the back (no lower than the bottom of a standard bra line).
- Strapless dresses are not permitted; spaghetti straps are permissible.
- The arm openings in sleeveless dresses should be no longer than modesty permits.
- The hemline of dresses and skirts should be no shorter than the top of the knee.
- The fit of the dress should be comfortable and modest. A rule of thumb is to make sure an inch of material can be easily pinched along the side seams. Clingy fabric should be avoided.
- Designs with sheer fabric are acceptable, as long as the opaque fabric meets the above guidelines.
- No visible tattoos; no visible piercing other than earrings.

All ladies' formal wear must be approved by a preview committee designated by the administration. The preview committee will convene approximately one month prior to the event. Those unable to meet with the preview committee are responsible to schedule individual meeting times. In the case of out-of-town attendees or attendees who do not attend WCS, we request that full-length photographs of both the front and back of the dress be sent to the preview committee at least one week before the date of the event.

*General guidelines for formal wear for young men:*

- Facial hair must be in conformity with WCS's standard.
- No visible tattoos.
- No earrings.
- Attire appropriate to the event

Students in violation of the formal wear dress code may be asked to leave the event or be accountable for disciplinary action.

**Dress Code Violations (8.4)**

- All teachers and staff are to document dress code violations in RenWeb. Students should remedy the situation immediately, if possible. (Example: A student with an untucked shirt would receive a dress code violation and would be expected to tuck the shirt in immediately, thus keeping time out of class to a minimum.)
- Any student determined to be out of dress code and unable to remedy the situation immediately will be sent to the School Office and may be sent home to change. If necessary, parents will be called to transport their child home and back to school.
- In instances when there is a question as to whether or not the student is in violation of the dress code, teachers and staff are to send the student to the School Office for determination of compliance.
- Time out of class to attend to dress code issues may be considered an unexcused tardy or absence. Zeros may be given for assignments or work due during unexcused tardiness that consumes the majority of a class hour.
- Repeated violations of the standard of dress will result in school discipline.

**Off-Campus Dress Code (8.4)**

Many activities take WCS students off campus. In these instances, the administration will determine dress code changes, if necessary. It will be in accordance with the type of activity involved and the location of the activity.

**After School Activity Dress Code (8.5)**

During the year, a variety of after school activities are available to students. We ask that students dress in accordance with the occasion if no specific instructions are given. Be sure to follow Biblical standards concerning modesty and deference to others.



# Financial Policies & Guidelines (Section Nine)

## **Cost of Education (9.1)**

WCS is a non-profit organization 501(c)(3). Walnut Ridge Baptist Church provides and maintains the facility. Tuition covers about 70% of the actual cost to educate each child, and the remainder of the budget is met through development efforts and other gifts.

## **Family Fundraising Requirement (9.2)**

The Family Fundraising Requirement of \$250 was retired beginning in the 2018-19 school year. We encourage families to consider how they can support the school, whether that be through prayer, service, or additional financial support.

## **Tuition Schedule (9.3)**

The base tuition rate is determined and published each spring for the following school year. Families with more than one student may receive basic multi-student financial assistance by checking the appropriate item on their enrollment/re-enrollment form. Financial scholarships are available through the Heart of Iowa STO and WCS Scholarship program.

## **Tuition and Financial Obligation Policy (9.4)**

The financial obligations are outlined as part of each family's enrollment contract. Waterloo Christian School is a business that relies on families fulfilling their tuition and fees obligations on time.

Students will not be permitted to re-enroll if tuition is not fully paid for the previous school year until or a payment plan is completed and on file in the school office.

Families that are unable to meet their financial obligations due to unforeseen circumstances should contact the Business Office as soon as practical to discuss modified payment schedules.

## **Payment Schedules (9.5)**

There are three payment options that are made available to Waterloo Christian School families. This includes a one-time payment option, two-time payment option, or a 12-month payment option. Families opting for the 12-month payment option begin paying tuition during July and the final tuition payment is due in June. Tuition payments are made by direct debit.

Direct debit authorization is required and part of your annual enrollment contract through Lincoln Savings Bank. This is set up through the School Office. Questions concerning direct debit authorization and

monthly tuition installments should also be directed to the School Office.

### **Past Due Accounts (9.6)**

Each family is contractually obligated to pay tuition and fees as outlined in the Enrollment Contract and Family Financial Agreement through FACTS. As both a ministry and business that relies on tuition income to support operations, it is important that families remain current in their tuition obligations. Modifications or exceptions to the Enrollment Contract or Financial Agreement, including modified payment plans, are subject to approval by the Head of School in alignment with established financial policies and practices.

Families that are delinquent in their payment obligations may be required to withdraw from Waterloo Christian School. We encourage families to be proactive with the administration regarding their financial situations.

### **Financial Scholarship Eligibility (9.7)**

To qualify for our financial scholarship program, families must be current in their payment arrangements with the school Business Office.

### **Withdrawal Policy (9.8)**

Families who withdraw their student(s) during the school year will be responsible for paying tuition through the quarter in which they withdraw. Fees are non-refundable.

### **Payment of Fees and Fines (9.9)**

Any damage to school property or equipment will be the responsibility of the family to repair/replace.

### **Graduating Seniors (9.10)**

The financial accounts of graduating seniors must be paid in full prior to the Senior Trip. Seniors that are currently delinquent in their accounts may be restricted from attending Senior Trip. All Senior Trip costs are non-refundable.

# Other School Guidelines and Policies (Section Ten)

## Family Communication Expectations (10.1)

Biblical communication patterns help support an effective partnership and ministry. Our goal is to work together with the family to accomplish God's plan for our children/students. The following are ways to create good patterns of communication:

- Avoid discussing or listening to rumors — get information from those who have the facts.
- Avoid speaking critically of others — resolve offenses biblically (Matthew 18)
- Familiarize yourself with the Family Handbook
- Attend Parent-Teacher Conferences in Fall and Spring
- Monitor your child's academic progress by communication with teachers, accessing ParentsWeb, and watching for grade deficiency reports.
- Monitor report cards (every 9 weeks)
- Read the WCS Weekly
- Attend all orientation and information meetings. At the beginning of each school year, a new parent orientation meeting will be held to disseminate important information regarding WCS policies and procedures.

## Media Release (10.2)

The school is blessed throughout the year with various opportunities to promote our school through a variety of forms of media. Items such as photographs, student work, videotaping, and audiotaping provide insight into our school, its students and staff and are, therefore, valuable tools to share with our community. Parents will be notified of this policy annually. Those who do not wish their students to be interviewed, photographed, videotaped, or audiotaped by the media at any time, or for any reason, at school or a school-sponsored event, should inform administration in writing by the first Tuesday in September. Only those students whose parents have not restricted their availability for interviews, photographs, videotaping, or audiotaping may participate with the media. This policy does not pertain to routine media coverage of athletic events or fine arts events.

## Parent-Teacher Fellowship (10.3)

Parent-Teacher Fellowship supports the success and growth of WCS in accomplishing its stated mission. We rely on the support and participation of the parents as they work hand-in-hand with the teachers and students of our school. The PTF exists to accomplish three primary goals: (1) promote a team concept among the home, the school, and the local churches represented at WCS; (2) promote fellowship, spiritual interaction,

and prayer among parents and teachers; (3) enhance the WCS program, providing opportunities for volunteerism and resourcefulness.

**All parents/guardians and teachers are members of the PTF.** As members, it is expected that you donate at least ten hours of your time each year toward volunteering at school or helping to make events and activities happen. Committees have been formed to focus PTF fundraising and voluntary efforts into specific areas within the school. These funds and volunteer hours are crucial in making several events happen throughout the year as we seek to meet our three goals. Parents are asked to sign up for one or more of these committees.

#### **Teacher Gifts (10.4)**

Teachers appreciate the gifts that you give, especially those given from the heart. Group gifts are acceptable as long as there is no pressure on students or parents to contribute to a gift. Collection of money for group gifts should happen outside of class time, and no student activity or class funds may be used for teacher gifts.

#### **Transportation (10.5)**

Parents will assume responsibility for providing student transportation. Parents should also note there are often tax incentives to those who provide their own transportation.

#### **High School Drivers and Permits (10.6)**

Only high school students who hold school permits or regular driver's licenses are permitted to park in the student section of the parking lot. All cars that are driven and parked by students must be registered with the School Office. When warranted, the administration may implement and enforce a parking permit system that identifies student cars and/or specifies assigned parking spots. Parking violations may result in fines.

#### **Extra-Curricular Activity Transportation**

- Athletes riding to a competition on school transportation will return to school on school transportation, unless released to a parent at the game. Written permission for alternate arrangements will be considered.
- If the school does not have adequate transportation to take the complete group to an activity, parents will be solicited by the school to help transport students.
- Students leaving school to do group service projects will be expected to go on school transportation or drive themselves with written parental approval.

#### **Bicycles**

Bicycles may be secured outside on the fence on the south side of the parking lot. If weather looks to be a

problem, they may be parked in the storage area north side of the gym. They are to remain there throughout the school day. No bicycles are permitted inside the building. Cyclists should use extreme caution in traffic when arriving and leaving.

### **Traffic Flow (10.7)**

At the beginning of each school year, maps indicating traffic flow and pick-up/drop off/procedures will be available. Please be sure you know the procedures before the first day of school.

### **Student Dismissal and Pick-Up Procedures (10.8)**

The goal of this procedure is to provide a safe and secure dismissal process for our students. Thank you for your attention to safety, consideration for others, and patience.

#### *Elementary Students*

- Elementary teachers will escort their students to the Ansborough pick-up area (Door E) at 3:00 PM where students will wait with their teacher and classmates until their ride arrives. Please make sure to pick up your student before 3:20 p.m. After 3:20 p.m., students may be picked up in day care. There may be a charge for after school care at the discretion of the administration.
- If you have a middle school or non-driving high school student, as well as an elementary student, they will be instructed to go to the Ansborough door (Door E) for pick-up with their elementary siblings. It should not be necessary for you to pick up students at two different locations.
- If you have a high school student who is driving to school and furnishes transportation for a younger sibling, those students will be instructed to pick up their younger sibling from the elementary pick-up area and escort them to where they are parked in the high school parking lot.

#### *Middle and High School Students*

- Middle school and high school students will be dismissed at 3:00 p.m. and are to exit the building through the Ridgeway doors (Door F). Students are to be out of the building by 3:20 p.m. unless they are participating in a school activity.

### **Parking Lot Guidelines (10.9)**

Do...

1. Drive less than 10 mph in school/church parking lot.
2. Load/Unload students only at designated areas.
3. Expect students to wait on sidewalk until car has stopped in the loading zone.
4. Watch/wait for vehicles to stop at the loading zone before crossing to parking lot.

5. Park your car in the parking lot if you need to load/unload misc. items which may lead to traffic back-up.
6. Drive to the farthest open loading/unloading zone to facilitate more than one car at a time.
7. Have your students ready to unload quickly.
8. Encourage students to walk around the back of the car when unloading.
9. Park in designated areas only.
10. Continue moving in the traffic flow if your student is not at the door, ready for loading.
11. Encourage your student to be ready for loading.

**DO NOT...**

1. Park in “No Parking” zones along the grass area.
2. Walk in between/in front of moving vehicles – Give vehicles the right of way.
3. Attempt to turn left onto Ansborough at peak traffic times.
4. Block traffic coming in from Ridgeway.
5. Leave vehicles unattended at loading zones.
6. Speed in any part of the parking lot.
7. Go against traffic.
8. Talk to teachers, parents, or students at the loading zones.
9. Park in spaces by the soccer field.
10. Drive through the parking lot in front of the church or behind the gym.

**Grievance Policy (10.10)**

As in any place where there are people who come together in a school setting, there may be issues that arise between them. The principles of Matthew 18 should be followed:

**If Your Brother Sins Against You – Matthew 18:15**

*“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. Truly, I say to you, whatever you bind on earth shall be bound in heaven, and whatever you lose on earth shall be loosed in heaven.”*

With those words in mind, the following are the procedures which will help address the problems or concerns that each may have:

#### **Student Concerns with Other Students**

We encourage students to address their peers face-to-face with concerns they have. If the two students are not able to resolve their differences, they should seek assistance from a trusted teacher or the administration.

#### **Student Concerns with Teachers**

If a student has a concern with a specific teacher, the student should first address his/her concerns with that teacher. If it is unresolved, the student should go to the administration.

#### **Student Concern with Administrator**

There may be times that a student may feel unjustly punished or misrepresented. If the student feels that this is the case, he/she should ask the administration to meet with him/her. If there is no resolution, a member of the administrative team may contact the Board of Trustees to help resolve the situation.

#### **Parent Concern with Teacher**

The parent should go directly to the teacher to voice their concern. If this is not resolved in an appropriate amount of time, the administration will help to seek a resolution to the situation.

#### **Parent Concern with Administrator**

The parent should go directly to the administrator with who there is a concern. If this is not resolved in an appropriate amount of time, the parent should request a meeting to resolve the issue with the entire administrative team. If there is still no resolution, the administrative team will take the concern to the Board of Trustees.